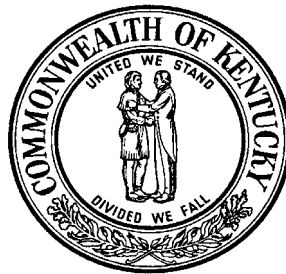


**REPORT OF THE AUDIT OF THE
CARTER COUNTY
SHERIFF**

**For The Year Ended
December 31, 2002**



**EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS
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EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Charles Wallace, Carter County Judge/Executive
Honorable Kevin McDavid, Carter County Sheriff
Members of the Carter County Fiscal Court

The enclosed report prepared by Morgan-Franklin, LLC, Certified Public Accountants, presents the statement of receipts, disbursements, and excess fees of the Sheriff of Carter County, Kentucky, for the year ended December 31, 2002.

We engaged Morgan-Franklin, LLC, to perform the financial audit of this statement. We worked closely with the firm during our report review process; Morgan-Franklin, LLC, evaluated the Carter County Sheriff's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Enclosure



**AUDIT EXAMINATION OF THE
CARTER COUNTY SHERIFF**

**For The Year Ended
December 31, 2002**

Morgan-Franklin, LLC has completed the Carter County Sheriff's audit for the year ended December 31, 2002. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

Excess fees increased by \$956 from the prior calendar year, resulting in excess fees of \$31,779 as of December 31, 2002. Revenues increased by \$66,450 from the prior year and disbursements increased by \$65,494.

Report Comment:

- Lacks Adequate Segregation Of Duties

Deposits:

The Sheriff's deposits were insured and collateralized by bank securities or bonds.

CONTENTS

PAGE

INDEPENDENT AUDITOR’S REPORT	1
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES.....	3
NOTES TO FINANCIAL STATEMENT	6
COMMENT AND RECOMMENDATION	9
REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	11

Morgan-Franklin, LLC
Certified Public Accountants
P.O. Box 428
513 Main Street
West Liberty, Kentucky 41472

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
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Honorable Kevin McDavid, Carter County Sheriff
Members of the Carter County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the County Sheriff of Carter County, Kentucky, for the year ended December 31, 2002. This financial statement is the responsibility of the Carter County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Sheriff's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the Carter County Sheriff for the year ended December 31, 2002, in conformity with the modified cash basis of accounting.

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Charles Wallace, Carter County Judge/Executive
Honorable Kevin McDavid, Carter County Sheriff
Members of the Carter County Fiscal Court

In accordance with Government Auditing Standards, we have also issued our report dated July 23, 2003, on our consideration of the County Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Based on the results of our audit, we have presented the accompanying comment and recommendation, included herein, which discusses the following report comment:

- Lacks Adequate Segregation Of Duties

Respectfully submitted,

Morgan - Franklin, LLC

Morgan-Franklin, LLC

Audit fieldwork completed -
July 23, 2003

CARTER COUNTY
KEVIN MCDAVID, COUNTY SHERIFF
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

For The Year Ended December 31, 2002

Receipts

Federal Payments:

Corp of Engineer - Lake Patrol (Note 6)	\$ 25,389		
FADE Grant (Note 7)	17,901	\$	43,290

State Payments:

Finance and Administration Cabinet	\$ 20,845		
Cabinet For Human Resources	1,280		22,125

KLEFPF Grant			13,707
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Circuit Court Clerk:

Sheriff Security Service	\$ 29,508		
Fines and Fees Collected	3,717		33,225

Fiscal Court:

Transporting Prisoners	\$ 8,069		
Reimbursement	31,655		39,724

County Clerk - Delinquent Taxes			3,364
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Commission on Taxes Collected			161,861
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Other Fees on Tax Collection:

Sheriff's Collection Fee - Advertised Taxes			27,786
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Fees Collected For Services:

Auto Inspections	\$ 13,530		
Accident and Police Reports	222		
Serving Papers	22,050		
Carrying Concealed Deadly Weapon Permits	4,740		40,542

Other Services:

Transporting Mental Patients	\$ 528		
Occupational Fees	3,844		
Miscellaneous	1,183		5,555

Interest Earned			1,848
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Borrowed Money:

State Advancement	\$ 87,100		
Bank Notes	20,000		107,100

Total Receipts		\$	500,127
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The accompanying notes are an integral part of this financial statement.

CARTER COUNTY
 KEVIN MCDAVID, COUNTY SHERIFF
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 For The Year Ended December 31, 2002
 (Continued)

Disbursements

Operating Disbursements:

Personnel Services:

Deputies' Gross Salaries	\$	112,398	
Part-Time Gross Salaries		10,706	
Other Gross Salaries		51,610	
Overtime Gross Salaries		<u>11,200</u>	\$ 185,914

Employee Benefits:

Employer's Share Social Security	\$	18,948	
Employer's Share Retirement		15,934	
Employer's Workman's Comp		6,398	
Employer Paid Health Insurance		19,958	
Unemployment Insurance		<u>1,625</u>	62,863

Materials and Supplies:

Office Materials and Supplies	\$	2,792	
Uniforms		<u>172</u>	2,964

Auto Expense:

Gasoline	\$	11,512	
Maintenance and Repairs		6,713	
Vehicle Insurance		<u>4,906</u>	23,131

Other Charges:

Advertising	\$	304	
Dues		818	
Postage		1,529	
Bond		685	
Carrying Concealed Deadly Weapon Permits		3,325	
Fiscal Court Service Fees		6,490	
Utilities		2,329	
Occupational Fees		2,100	
Deputies Fees		383	
Transporting Prisoners		179	
Miscellaneous		<u>1,423</u>	19,565

Debt Service:

State Advancement	\$	87,100	
Notes		20,000	
Interest		<u>105</u>	107,205

Total Disbursements			\$ 401,642
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The accompanying notes are an integral part of this financial statement.

CARTER COUNTY
KEVIN MCDAVID, COUNTY SHERIFF
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
For The Year Ended December 31, 2002
(Continued)

Net Receipts	\$ 98,485
Less: Statutory Maximum	<u>66,706</u>
Excess Fees Due County for 2002	\$ 31,779
Less: Payment to County Treasurer - February 10, 2003	31,763
Less: Payment to County Treasurer - February 10, 2003	<u>16</u>
Balance Due at Completion of Audit	<u><u>\$ 0</u></u>

The accompanying notes are an integral part of this financial statement.

CARTER COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2002

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this basis of accounting, certain receipts and certain expenditures are recognized as a result of accrual at December 31, 2002.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 6.41 percent for the first six months of the year and 6.34 percent for the last six months of the year.

CARTER COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2002
(Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 2002, the Sheriff's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the Sheriff's agent in the Sheriff's name, or provided surety bond which named the Sheriff as beneficiary/obligee on the bond.

Note 4. Note Payable

During 2002, the Office of the Carter County Sheriff borrowed \$10,025 and \$10,029 from the Commercial Bank of Grayson. The purpose of the notes was for operating expenses. The notes matured during the year and were paid off prior to December 31, 2002. The interest rate for each note was 8.5 percent and 9.95 percent respectively. The Office of the County Sheriff is in compliance with the terms of the agreements as of December 31, 2002.

Note 5. Lake Patrol

The office of the Carter County Sheriff received \$25,389 from the United States Army Corp of Engineers for providing lake patrol services at Grayson Lake.

Note 6. FIVCO Area Drug Enforcement (FADE) Task Force

The office of the Carter County Sheriff received \$17,901 as part of the FIVCO Area Drug Enforcement (FADE) Task Force. The grant was obtained by the fiscal court. These funds were used to pay salaries for the Sheriff's Office.

Note 7. State Advancements

The \$87,100 of State Advancements was received and repaid by the Sheriff's Office. The advancement was approved by the fiscal court and proper bond was executed by the sheriff.

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COMMENT AND RECOMMENDATION

CARTER COUNTY
KEVIN MCDAVID, FORMER COUNTY SHERIFF
COMMENT AND RECOMMENDATION

For The Year Ended December 31, 2002

INTERNAL CONTROL - REPORTABLE CONDITIONS:

Lacks Adequate Segregation Of Duties

During our audit we noted the Sheriff's internal control structure lacked an adequate segregation of duties. This deficiency occurs when someone has custody over assets and the responsibility of recording financial transactions. In our judgment, this condition could adversely affect the Sheriff's ability to record, process, summarize, and report accurate financial information. We recommend the Sheriff obtain additional staff to divide the responsibilities or implement the following compensating controls that would help offset the lack of adequate segregation of duties:

- Cash recounted and deposited by the Sheriff
- Reconciliation of reports to source documents and receipts and disbursements ledgers by the Sheriff
- All disbursement checks are to be signed by two people and one must be the Sheriff
- The Sheriff examines payroll checks prepared by an employee and distributes checks to employees
- All disbursements checks prepared by an employee are examined by the Sheriff for proper documentation.
- The Sheriff mails disbursements
- The Sheriff or someone independent of the Sheriff's Office prepares bank reconciliations

County Sheriff Kevin McDavid's Response:

No Response.

PRIOR YEAR:

None.

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REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Morgan-Franklin, LLC
Certified Public Accountants
P.O. Box 428
513 Main Street
West Liberty, Kentucky 41472

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Charles Wallace, Carter County Judge/Executive
Honorable Kevin McDavid, Carter County Sheriff
Members of the Carter County Fiscal Court

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of receipts, disbursements, and excess fees of the Carter County Sheriff for the year ended December 31, 2002, and have issued our report thereon dated July 23, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Carter County Sheriff's financial statement for the year ended December 31, 2002, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Carter County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition.

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

Internal Control Over Financial Reporting (Continued)

Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement. The reportable condition is described in the accompanying comment and recommendation.

- Lacks Adequate Segregation Of Duties

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable condition described above is not a material weakness.

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,

Morgan - Franklin, LLC

Morgan-Franklin, LLC

Audit fieldwork completed -
July 23, 2003

